



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

NSLP CN# 34-07

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Kacey Frey, NSLP Health Director
Katrina Klatt, NSLP Nutrition Director
Arizona Department of Education, School Health & Nutrition Programs

Date: May 3, 2007

RE: NSLP 2007-2008 School Year Rollover

Each school year, sponsors are required to submit new online applications. The National School Lunch Program application rollover process on the CNP Web system is similar to last year. After June 1, 2007, you will be able to submit your online sponsor and site applications for the 2007-2008 school year. Using your common logon username and password, access the CNP Web Applications Page, and select program year 2008 from the drop down box. Your previous site and sponsor application information will rollover and appear, allowing you to make any necessary changes and submit your new applications for school year 2007-2008.

***Please note: Food Service Agreements are updated every four years and do not need to be updated until next year. However, if there has been a change in authorized signers, a new Food Service Agreement must be submitted along with new user agreements for all users accessing online nutrition programs.**

All Local Education Agencies (LEAs) must ensure the online site and sponsor applications are approved prior to serving meals. Meals cannot be claimed for reimbursement unless all applications have been approved by your assigned School Health & Nutrition Specialist. Please allow 3 weeks for approval of your applications. **Applications will not be backdated to allow the claiming of meals that were served prior to application approval.**

ADE Memorandum Reminder

Health & Nutrition Services will continue to post all memoranda to the Health & Nutrition website: www.ade.az.gov/health-safety/cnp/nslp. Hard copies will not be mailed directly to the sponsor. Please visit the Health & Nutrition website regularly to review the most current information related to the Child Nutrition Programs. We will continue to provide a reminder on the application and claim webpage.

CNP Web System

Due to continued growth in Arizona, a number of new schools have been built. If you need to add a new school to the CNP Web system the following steps are required:

- Step 1.** The school must be added to Enterprise through School Finance using the School Finance Add/Change/Delete form located at:
www.ade.az.gov/health-safety/cnp/nslp/Operating/AddChgDistSchlschoolfinanceform.pdf
This form can be faxed directly to School Finance (602) 542-3099 or to Michelle Roberts at (602) 542-1531.
- Step 2.** Once you have been added to the Enterprise system, a Health & Nutrition Sponsor – Site Add/Change/Delete form (www.ade.az.gov/health-safety/cnp/nslp/Operating/AddChgDistSchool.pdf) should be submitted to Michelle Roberts at (602) 542-1531. If you have any questions or need any assistance with these forms, contact Michelle Roberts at (602) 542-8725.

Training & Communication to the field

The training requirement for the 2006-2007 school year, as a result of an audit conducted by the Auditor General's office, is now complete. The training requirement for the 2007-2008 school year is as follows:

- All Foodservice Directors (or equivalent) receiving an initial or follow-up review are required to attend Day 1 and Day 2 of the A+ School Lunch Workshops.
- All new sponsors and Foodservice Directors (or equivalent) are required to attend Day 1 and Day 2 of the A+ School Lunch Workshops.
- Sponsors determined by ADE to have a high termination rate during the previous verification cycle are required to attend Day 1 of the A+ School Lunch Workshop.

Sponsors required to attend training for any of the above reasons will receive a memo from the ADE detailing the required training.

We have enclosed the 2007-2008 Comprehensive Workshop Brochure for your review. You may register for any of the workshops online at www.ade.az.gov/online/registration. Your registration holds your seat for the training and ADE purchases and prepares all training materials for you. Please make sure to read and understand the registration, tardy, and cancellation policies found on page 2 of the 2007-2008 Comprehensive Workshop Brochure.

Claiming Reimbursement for 2007-2008

The date of approval on your sponsor application is your official approval date for the program and ADE does not have the authority to backdate any approval dates. You must file your last 2006 – 2007 claims by July 10, 2007. You cannot combine June and July claims because the current state fiscal year ends June 30, 2007. Reimbursement rates for the 2007-2008 school year will be posted on the ADE website (www.ade.az.gov/health-safety/cnp/nslp/parentforms/2007-2008/) after July 1, 2007.

Direct Certification of Eligible Children

All NSLP sponsors are **required** to conduct a district-wide direct certification match to directly certify eligible children within the first 30 operating days of the current school year. Sponsors must use the Data Entry, Upload File or State Match method to fulfill this requirement. Please note that the CNP Web system will no longer allow you to enter each case number through the Case Number Search because all case number applications must be taken at face value.

Certifying Eligible Children Based On Household Income

Distribution of household applications must not occur before July 1 and no more than 30 days prior to the first day of school. Eligibility determinations must be based on current household income for the new school year; therefore, applications may not be distributed at the end of the school year for parents to complete for the next year. Year-round schools should distribute applications on or after July 1, and base eligibility determinations on the current fiscal year income guidelines. Applications from the previous school year are only valid for the first thirty days of operation for the new school year. All required program forms for the 2007-2008 school year will be updated. Please ensure you utilize the **2007-2008 program forms** that will soon be available at: www.ade.az.gov/health-safety/cnp/nslp. If you choose to revise any of the ADE's template program forms, you must first receive approval of the revisions from your assigned School Health & Nutrition Specialist prior to using the form.

Food Distribution

If you are planning to participate in the Food Distribution Commodities Program, you must select “yes” from the drop down box in the General Information section of the Sponsor Application on CNP Web. You must also complete and fax the Food Distribution Program Site Information Sheet to Danielle Bowman at 602-542-6978. The Food Distribution Site Information Sheet is located at www.ade.az.gov/health-safety/cnp/fdp/DeliveryDestinationFormSY07-08.doc. Once these two requirements have been completed, commodities can be allotted to your program. Effective August 1st, the administrative fee charged by ADE has been increased to \$0.25 per case delivered. This fee applies to direct ships, processed and non-processed cases as well as cases delivered by a distributor.

Contracts and Agreements to Provide Food Service

If you are contracting with a Food Service Management Company, or are a district that provides meals to schools outside of your district, an addendum or renewal to your contract will be required prior to approval to the School Health & Nutrition Programs. Please review your Application Checklist to ensure that you have submitted all of the required documents. Your application approval will not be completed until all the “checklist items” are submitted and approved.

Healthy AZ School Challenge

The Healthy AZ School Challenge (HAZSC) is a new recognition program developed by the ADE. All Arizona NSLP Sponsors are encouraged to visit www.ade.az.gov/health-safety/cnp/nslp/InfoResources.asp to learn about this challenge and obtain the application packet. This challenge is designed to acknowledge sponsors and schools who exemplify outstanding effort and commitment to improving the health and well-being of students. It is also intended to serve as a “stepping stone” for achieving the HealthierUS School Challenge.

If you have questions or concerns regarding this memo, please contact your School Health & Nutrition Specialist at 602-542-8700.